



## City of Des Moines, Washington

### JOB DESCRIPTION



## GIS ANALYST

Regular, Full-time

**Salary Grade:** G-20

**FLSA Status:** Overtime Eligible

**Union Status:** Non-represented

**EEO Category:** Technicians

### Nature of Work

Under general direction of the Information Systems Manager, the GIS Analyst is responsible for developing, implementing, and managing GIS program policies for the City. This position has overall responsibility for ensuring that key GIS work elements – hardware, software, networks and databases – are managed, maintained, and enhanced to meet agreed-upon city requirements.

The position also has oversight of all enterprise GIS operations including database management and administration, data structure and metadata development, system administration, GIS software selection, implementation and user support, GIS project management, budgeting, marketing, and training. Approximately 70 percent of the incumbent's time is spent on tactical and operational implementation of GIS components for Citywide and department initiatives (e.g. analysis, mapping, application configuration and deployment, geodatabase development). Thirty per cent of their time should be spent on strategic and program management ensuring the enterprise GIS goals and implementation schedule is maintained (e.g., project management, guiding internal resources, managing external consultants).

### Essential Functions

- Administers the operation of the Geographic Information System within the City, including software and hardware acquisition, standards compliance, database administration, and related system analysis and programming.
- Manages the design and implementation of production standards and procedures for development of associated GIS layers and products. Formulates policies and procedures for integration of GIS services with other City departments.
- Assures that all City computer mapping and geographic data is maintained in current technology, representing an accurate portrayal of citywide infrastructure, topography, parcels, land use and comprehensive planning efforts, and facilitates the use of such information by City departments.
- Acquires, converts, creates, manages, and documents GIS data used by City departments. Including refinement of existing data layers, development of editing interfaces to speed repetitive data maintenance tasks, and conversion of CAD and other source data to GIS formats.
- Provides project leadership and coordination of interdepartmental GIS projects for technical and database support, including developing project goals, scopes, scheduling and tracking.
- Performs moderate level computer programming, geoprocessing scripting, RDBMS development and manipulation for GIS applications.

- Provides Mapping and Spatial Analysis, including creating maps, reports, charts, or other documents as requested by clients. Applies spatial analysis techniques to develop customized results.
- Coordinates, develops and performs training for GIS users.
- Represents the City on committees at local, state and federal levels that may address GIS issues; coordinates cooperative activities with other jurisdictions/agencies;
- Attends meetings, conferences, workshops and training sessions to become and remain current on the principles, practices and new developments in assigned work areas;
- Schedules and coordinates application development and systems integration provided by outside service contractors.
- Maintains GIS related information on the City of Des Moines Internet and Intranet sites ([www.desmoineswa.gov](http://www.desmoineswa.gov) and Citynet).
- Assists the IT Manager in developing long-term and short-term objectives, as well as preparing the annual GIS budget.
- Analyzes the impact of requested services considering factors such as compatibility, conversion, implementation and ongoing costs, and impact to existing systems and equipment; document recommendations and alternatives.
- Leads, monitors, and coordinates projects providing instructions and assignments to staff and by clarifying and resolving problems and technical issues. Provides hands-on technical implementation of such projects.
- Performs other directly related duties consistent with the role and function of the classification.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

### **Necessary Knowledge, Skills, and Abilities**

- Principles, theories and methods of cartography, computer programming, GIS and surveying, particularly as they relate to the ESRI suite of software and to the Autodesk CAD software; database management, concepts and structures; spatial analysis; systems administration methods; trends and developments within the GIS field.
- Experience with government GIS applications, especially in business areas such as planning, public utilities, transportation, police, and city base map creation and maintenance.
- Demonstrated skill in developing desktop and web applications in Windows environment, ArcGIS, ArcView and ArcIMS using ArcObjects, Avenue, ASP(.NET), HTML, JavaScript and Object Oriented programming languages (e.g., Visual Basic(.NET), C#(.NET), C++, or Java).
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language; Ability to make public or staff presentations.
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Active participation in professional GIS, mapping, and/or surveying organizations and activities. Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Education and Experience Requirements**

- Bachelor's degree in Geography, Computer Science, Earth Science, Engineering, Planning related discipline required (Master's degree preferred); AND
- Minimum of year of GIS experience.

**Special Requirements**

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

**Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

**General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2016.